

CLASS TITLE: COORDINATOR OF MAINTENANCE PROGRAMS

Class Code: 02169500
Pay Grade: 24A
EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health Retardation Hospitals, to be responsible for the development and implementation of plans and schedules that will insure timely completion of construction projects and maintenance programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for compliance with departmental policy, rules and regulations.

SUPERVISION EXERCISED: As required, plans, supervises and reviews the work of maintenance and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Mental Health Retardation Hospital, to be responsible for the development and implementation of plans and schedules that will insure timely completion of construction projects and maintenance programs.

To keep accurate records of all work orders and requisitions and of all on-going capital programs.

To be responsible for the assignment and coordination of work requests to the various shops within the maintenance section.

To follow up on requests and requisitions for materials needed for maintenance programs.

To process all payments on bond accounts and to keep accurate balances relating to each account.

To keep accurate records of the Department's utility accounts such as electric, water, gas and oil.

As required, to prepare weekly, monthly and annual reports.

To coordinate all work to be performed by sub-contractors.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques utilized in various construction and repair projects; a thorough knowledge of materials used; the ability to set up and monitor schedules of work to be performed and to evaluate the quality and quantity of such work for efficiency in operations; the ability to plan, supervise and review the work of subordinates assigned to assist; the ability to keep accurate records and prepare reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position within the construction and/or maintenance field which included planning and scheduling various work projects.

Or, any combination education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 4, 1980

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